

LIBRARY AND MEDIA SERVICES SUPERVISOR

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs responsible work overseeing and managing library and media services for the School Division; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as co-administrator of Destiny Library and Textbook Managers;
- Trains new and current librarians on Destiny software;
- Manages FCPS library and textbook Budgets;
- Manages online textbook subscriptions.
- Coordinates purchase and use of digital databases for school libraries and Accelerated Reader Enterprise subscriptions;
- Supervises all FCPS library media programs;
- Provides general oversight for videotape and copyright compliance.
- Serves as FCPS contact for virtual instruction, and provides general oversight of online learning.
- Provides educational research guidance, including education applications.
- Serves as research grant writer and provides oversight as appropriate.
- Maintains and upholds School policies and procedures.
- Supports the Director of Instruction as needed.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of library and media service within a Virginia School Division; comprehensive knowledge of state law and regulations; ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

A Master's Degree in an appropriate field and hold or be eligible for a Virginia post-graduate certificate; experience or endorsements in library science, administration and supervision, or curriculum and instruction are preferred; a minimum of three years of librarian/media specialists experience is required.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.